

TITLE: Canoe Program Coordinator
SALARY: \$12.00–\$13.00/hour, based on experience
STATUS: Non-exempt, full-time
DURATION: mid-May to mid-September
ORGANIZATION: Mono Lake Committee
LOCATION: Lee Vining, California
SUPERVISED BY: Education Director



The Canoe Program Coordinator manages the Mono Lake Committee's weekend canoe tour program on Mono Lake, coordinates weekday canoe tours for the Outdoor Education Program, and arranges for private tours. The Coordinator is responsible for running between six and eight programs per week once the summer season begins. The Coordinator must work closely with other staff to schedule tours and ensure safe, high-quality, guided programs. The Canoe Coordinator maintains the canoe equipment and manages reservations and canoe revenue. This position is ideal for those wanting to further their interpretive and communication skills, guiding experience, and to gain experience in the environmental non-profit world.

PRIMARY RESPONSIBILITIES:

- Lead interpretive canoe tours on Mono Lake for the public each weekend, and for the Mono Lake Committee's residential outdoor education program as needed.
- Work as a team leader in the field with other seasonal staff.
- Manage reservations, take reservations, and organize paperwork; complete basic bookkeeping and process canoe tour revenue.
- Maintain clean and functional canoe program equipment and storage space.
- Assist with canoe safety and interpretive training of other seasonal staff.
- Staff the Information Center & Bookstore counter, providing information and answering questions for visitors, and subscribing members for the Mono Lake Committee. Duties on the front counter also include handling retail sales, stocking shelves, and keeping up store appearance.
- Provide interpretive environmental education walking tours of the South Tufa area for the public.
- Answer phones, fulfill information requests via phone, mail, and email, process new Mono Lake Committee memberships, and other office tasks as needed to support successful office operations.
- Other duties as assigned based on skills, interest, initiative and organization needs.

QUALIFICATIONS:

- Excellent customer service and money handling skills.
- Paddling experience.
- Strong communication and leadership skills—both written and verbal.
- Strong work ethic, positive attitude, and team player approach.
- Desire to learn more about how a successful non-profit operates.
- Ability to be flexible under a changing schedule.
- Ability to work one or two closing shifts (until 9:30pm) per week in the Information Center & Bookstore.
- Ability to work one or two opening shifts (7:30am start) per week in the Information Center & Bookstore.

- Ability to work starting at 6:30am at least twice a week.
- Desire to interpret natural history and environmental water issues for the public.
- Desire to understand and solve environmental problems from a solution-oriented perspective.
- The ability to quickly understand complicated natural history and California water issues.
- A car is required for work related travel (mileage is reimbursed), and a good driving record is required. Final hiring is contingent on approval of driving record.
- Ability to perform heavy lifting of canoes and other equipment.
- First Aid and CPR certification required, WFR and/or lifeguard certification is a plus.
- Experience driving a large truck towing a trailer is helpful but not required.

BENEFITS:

- Employee discount on merchandise in the Information Center & Bookstore.
- Mileage is paid for all job-related travel.
- Shared housing may be available in Lee Vining.
- Working at Mono Lake!

GENERAL INFORMATION:

The Mono Lake Committee is a 16,000-member citizens' group dedicated to the permanent protection and restoration of the Mono Basin ecosystem; educating the public about Mono Lake and the impacts on the environment of excessive water use; and promoting cooperative solutions that meet real water needs without transferring environmental problems to other areas.

The local area is comprised of sagebrush steppe, piñon-juniper, and Jeffrey pine forest plant communities, 46,000 acres of Mono Lake, numerous 12,000+ foot Sierra peaks, and plug-dome volcanoes. The Mono Lake Committee Information Center and Bookstore is in the town of Lee Vining (pop. 400, elev. 6,780'), on the eastern edge of Yosemite National Park overlooking Mono Lake. The town is located adjacent to the Mono Basin National Forest Scenic Area, and the Ansel Adams and Hoover Wilderness areas. Lee Vining is situated along Highway 395, 27 miles north of Mammoth Lakes, California and 110 miles south of Carson City, Nevada.

The Canoe Coordinator position is full-time, seasonal, from mid-May to mid-September. The Canoe Coordinator receives \$12 an hour and works 40 hours per week with 2 consecutive days off. Housing may be available through the Committee at \$250/month (sorry, no pets). Staff receive a discount on merchandise from the Information Center & Bookstore, and get the great benefit of working for a successful environmental non-profit. Canoe training, field orientation, and background to natural history and water issues are provided.

APPLICATION PROCESS:

Applications will be accepted starting January 1, 2018. To apply, send a cover letter and resume via email to Bartshé Miller, Education Director (bartshe@monolake.org). Applications will be accepted until all positions are filled. For more information contact Bartshe Miller at (760) 647-6595 x121 or visit monolake.org/mlc/jobs.